

20 SEP 1962

184
83**MEMORANDUM FOR:** Deputy Director (Support)**SUBJECT:** Review of T/O for Cable Secretariat-Message Center**REFERENCE:** Memorandum to DD/S from Executive Director dated 13 August 1962. Subject: Same as Above.

1. This memorandum contains two recommendations for your approval. Such recommendations are contained in paragraph 5.
2. The Office of Personnel has completed the requested study of the Cable Secretariat-Message Center. The study covered the impact of the transfer of non-CIA cable dissemination responsibilities from Office of Central Reference, and Records Integration Division to the Cable Secretariat-Message Center, specifically as it related to organization, staffing, grade patterns, and work load.
3. Factors bearing on the problem of an adequate staffing complement are noted below:
 - a. Both CIA cable traffic and non-CIA cable traffic have increased 103% for a combined increase of 206% in volume since 1954.
 - b. Transfer of the non-CIA cable dissemination activity in 1961, merely represented a movement of function and thirteen personnel from one location to another. It did not provide additional manpower to process the increasing work load of the Cable Secretariat-Message Center.
 - c. Cable Analysts are being used to perform routine clerical assignments due to an arbitrary imposition of ceiling restriction on the utilization of seven clerical positions previously authorized.
 - d. Work back-logs are continuing to increase, and the time lag between receipt of cables in the Message Center to delivery to the ultimate customer is reaching undesirable proportions.

SUBJECT: Review of T/O for Cable Secretariat-Message Center

e. As a result of the merger of CIA and non-CIA cable activities, analysts are being trained in the processing of both types of traffic. To help reduce the back-log, delegation of releasing authority has been granted to the senior analysts.

f. The remaining gap is in the clerical processing area where an increase is definitely indicated, and is a necessity if any appreciable reduction in the processing time lag and back-log of work is to be accomplished.

4. A revised staffing complement for the Cable Secretariat-Message Center has been developed jointly by the Cable Secretary and the Office of Personnel (Tab A). It is felt that certain structural, classification and ceiling changes to subject organization will appreciably reduce current back-logs and will permit Cable Analysts to work at their highest skill level on a continuous basis. Significant changes to the present organization are: (a) establishment of Senior Cable Analyst positions at the GS-09 level; (b) establishment of three full-time Message Center shift supervisory positions; and (c) more equitable distribution of clerical positions in the Message Center.

5. It is recommended, therefore, that the proposed revision to the staffing complement for the Cable Secretariat-Message Center be approved (Tab A), and that the personnel ceiling be increased commensurate with the present authorized position strength.

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Director of Personnel

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Attachments:

- Tab A - Staffing Complement
- Tab B - Staffing Pattern of Message Center Tours
- Tab C - Organization Chart

The recommendations contained in paragraph 5 are approved.

151
L. K. WHITE

Deputy Director (Support)

25 SEP 1962

Date

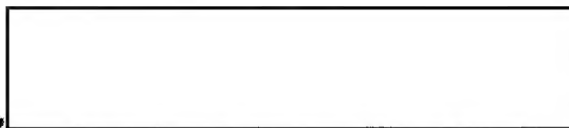
*except that DD/S is without authority to approve the ceiling increase. This matter

SUBJECT: Review of T/O for Cable Secretariat-Message Center

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ORIGINATOR:



Chief, Salary and Wage Division

17 SEP 1962

Date

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Next 1 Page(s) In Document Exempt

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CABLE SECRETARIAT AND MESSAGE CENTER

